



8-1-1 Preconstruction Preparation

Updated April 26, 2021

1.1 Originator

Project Development Section

1.2 Introduction

After a construction contract has been assigned to a project engineer, the project engineer will prepare for construction and administering the contract.

1.3 Process

1.3.1 Computer Setup

Prior to the beginning of each construction season, the Bureau of Project Development, Design and Construction Technologies Section staff will provide Automated Construction Management (ACM) application and documentation updates to the region contract specialists who will then provide the information to construction field staff. The information will include what is happening; what will be installed, what to expect; and how to report issues. When necessary, field software applications will be updated, and any other ACM information will be provided with this method of communication.

Note: The SW Region does not have a region pantry. Region information typically found in a pantry, can be found in Chapter 8 of the Southwest Improvement Guidance (SWIG). Statewide Pantry forms, spreadsheets, and guidance can be found on the [AASHTOWare Project Knowledge Base \(AWPKB\)](#).

WisDOT staff computers will receive automated installation of the required field software updates. WisDOT staff will receive links to update configuration files such as Field Manager, WisDOT shortcuts, and the Statewide Pantry.

Consultant staff will receive an email with instructions to go to the WisDOT AASHTOWare Project Knowledge Base ([AWPKB Downloads](#)) page to download and follow the instructions to install the required updates.

New field staff should contact the WisDOT IT Service Desk dotitservicedesk@dot.wi.gov or (608) 266-9434 or (800) 362-3050. A service ticket will be opened and assigned to BITS Technical Support staff to arrange for the required computer software and file updates. Supervisor approval may be necessary for the initial installation.

Once the contract has been executed, the construction contract specialist will activate the contract in AASHTOWare. The La Crosse Construction Contract Specialist will activate all the La Crosse contracts. The Madison Construction Contract Specialist will activate contracts for both Madison and Edgerton offices. After receiving the AASHTOWare contract, the project engineer will enter / verify the required information in AASHTOWare as shown in the Field Software Users Guide.

1.3.2 Design Documents

The project manager will ensure that all of the design document files listed in [Region-Specific Design Documents for Construction Folder](#) are located in the "Project ID/DesignLinks" folder on Box. The project manager will coordinate with the design team to create this folder and add the design documents to the folder if the folder and files are not already there.

The project engineer will coordinate with the project manager to get access to the design documents. If the project engineer is a consultant, the project manager will need to invite the consultant team to the Box project folder. The project engineer will review all of these documents and should be prepared to address any outstanding issues that may arise during construction. If any of the listed files are missing, the project engineer will contact the project manager to have the files added to the "DesignLinks" folder.

The Design Project Manager will add the Construction Project Manager to the "Team" in TMP. The Construction PM will update the TMP as needed during construction and mark the project TMP as "complete" when all closures are finished and removed from the LCS system.

1.3.3 Construction Documents and Project Engineer's Packet

Prior to the Preconstruction Meeting, the project engineer will coordinate with the project manager and the contract specialist to obtain the Plans, Special Provisions and any addenda for the contract, along with the Engineer's Packet, which will include the following:

- Pressboard binders and wallets for filing the final project records (in Madison and Edgerton offices only)

- Labels for the files (and wallets - Madison and Edgerton only), and a master sheet for printing more labels
- Estimate posting sheet (11 x 17 orange sheet labeled "Current Estimate")
- [SW Region Pantry Files](#) reference sheet
- [Emergency Response for Project Staff](#) guidance sheet
- Contract Schedule of Items (Included if received by the contract specialist before packet is picked up. If received after, it will be given to the project manager upon arrival.)
- Color copy of the [SW Region Construction Administration Guide \(AWP\)](#)
- Color copy of the [SW Region 11 x 17 Flowcharts](#)

1.4 References

[AASHTOWare Project Knowledge Base \(AWPKB\)](#)

[AWPKB Downloads](#)

[Region-Specific Design Documents for Construction Folder](#)

[SW Region Pantry Files](#)

[Emergency Response for Project Staff](#)

[SW Region Construction Administration Guide \(AWP\)](#)

[SW Region 11 x 17 Flowcharts](#)

WisDOT IT Service Desk, dotitservicedesk@dot.wi.gov

SW Region Contract Specialist (La Crosse) - Sharayah Sikkema, sharayah.sikkema@dot.wi.gov

SW Region Contract Specialist (Madison) - *currently vacant*

Construction SWIG Review Team (see [SWIG 8-95-5](#))

Barb Gassen

1/30/2017

Author

Date

8-1-5 Post-Award Notice and Pre-Construction Documents

Updated December 1, 2021

5.1 Originator

Project Development Section

5.2 Introduction

The Post Award Notice will be sent to the Prime Contractor by the contract specialist as soon as possible after the award of the contract, and at least two weeks prior to the Preconstruction Meeting.

5.3 Process

After the contract is awarded, the contract specialist will use the Post Award Notice email template, with the appropriate contract information added, to notify the Prime Contractor of submittals required to be received by WisDOT before the Preconstruction Meeting. All items in **red** in the template will be edited to include the appropriate information for the contract. The project manager, project engineer, Storm Water and Erosion Control Engineer (SWEC), and labor compliance specialist will be copied on the email.

The Contractor is required to submit all the requested documents from the Post-Award Notice to the project manager, in addition to any others listed for the individual items. The project manager will address them as follows:

1. The Progress Schedule is forwarded to the project engineer.
2. The Erosion Control Implementation Plan (ECIP) is forwarded to the project engineer. Follow the guidance in [SWIG 8-15-1](#) for the initial review of the ECIP submittal. After the submittal is considered complete enough to begin the Storm Water and Erosion Control (SWEC) Engineer and DNR review, the project manager will forward the ECIP submittal to the SWEC and the DNR liaison for the project.
3. The Source of Materials Report is forwarded to the project engineer, materials engineer, and labor compliance specialist. The project manager will retain a copy in the project files.
4. Nothing to distribute – only Labor Compliance information provided to the Contractor.

5. The Sublet Request Forms are also submitted directly to the labor compliance specialist from the contractor. After the sublets are approved by Labor Compliance, the labor compliance specialist will return the approved requests to the Prime Contractor, project manager, and project engineer.
6. Proof of Railroad Insurance (if required by the contract) is also sent directly to the railroad by the Contractor and forwarded to the railroad coordinator by the project manager.
7. The name of Certified Contractor Project Materials Coordinator (CPMC) is checked against the [HTCP certification listing](#) to be sure the CPMC completed the required training, and the name is forwarded to the project engineer and the materials engineer. If the name submitted is not on the list, contact the HTCP Director, Jodi Pluemer, at 608-342-1545 to see if the CPMC completed the certification since the list was last updated.
8. [Emergency Project Contacts form](#) is reviewed and completed by the project manager and then forwarded to the project engineer.

5.4 References

[HTCP certification listing](#)

[Emergency Project Contacts form](#)

[Post Award Notice Email Template - La Crosse](#)

[Post Award Notice Email Template - Madison](#)

SW Region Contract Specialist (La Crosse) - Sharayah Sikkema, sharayah.sikkema@dot.wi.gov

SW Region Contract Specialist (Madison) - *currently vacant*

SW Region SWEC Engineer (La Crosse) - Sam Kube, samuel.kube@dot.wi.gov

SW Region SWEC Engineer (Madison) - Peter Fillipi, peter.fillipi@dot.wi.gov

SW Region Labor Compliance Specialist (La Crosse) - Alec Smith, alec.smith@dot.wi.gov

SW Region Labor Compliance Specialist (Madison) - Tim Alston, timothy.alston@dot.wi.gov

SW Region Materials Engineer - Hassen Hassen, hassen.hassen@dot.wi.gov

SW Region Materials Engineer (La Crosse) - **Paulo Florio**, paulo.florio@dot.wi.gov

SW Region Materials Engineer (Madison) - Melissa Markquart, melissa.markquart@dot.wi.gov

SW Region Railroad Coordinator (La Crosse) - Scott Willinger, gene.willinger@dot.wi.gov

SW Region Railroad Coordinator (Madison) - Teri Beckman, teri.beckman@dot.wi.gov

Construction SWIG Review Team (see [SWIG 8-95-5](#))

Barb Gassen

1/30/2017

Author

Date

8-1-10 Set-Up for Preconstruction Meeting

Updated April 26, 2021

10.1 Originator

Project Development Section

10.2 Introduction

This section describes the requirements and process for setting up a Preconstruction Meeting.

10.3 Process

The project manager, after coordinating with the project engineer and the Prime Contractor, will ensure the following are done at least three weeks prior to the meeting date:

1. Determine the date, time and place for the Preconstruction Meeting
 - a. View the Outlook calendar titled "DOT CAL DTSD SW REGION MEETINGS" to see what other plan review or pre-construction meetings are scheduled as to not conflict.
2. Reserve a meeting room.
 - a. For State facilities:

- i. Using Outlook, or the Precon Meeting Invitation template for your office (linked in the references below), reserve the necessary conference rooms for your meeting using the “Scheduling Assistant” tab. In the email subject line, enter the lowest Project ID, Hwy and County, add location, date, time, project manager and project engineer names, email addresses and phone numbers, and the Contract ID.
- ii. Add the required information for your office.
 1. Using the template, Madison / Edgerton staff will add names and email addresses of any additional invitees beyond those routinely invited by the contract specialist, including known contacts for the Prime Contractor. Note: It is required to start inviting the Hazmat Coordinator to the Precon Meetings.
 2. La Crosse staff will complete the [Request for Precon Notice - State Projects - La Crosse](#) for State projects and [Request for Precon Notice - Local Projects - La Crosse](#) for local projects and attach it to the Outlook invitation template / email to the contract specialist.
- iii. After receiving the complete ECIP submittal and initial schedule, send the invitation / email to **only** your contract specialist. (The contract specialist will send the invitation to the appropriate invitees.)
- b. For non-state facilities, use the above procedures, but on the location line, add the name and address of the meeting location, and the room number if there is one. If there are any special instructions or security procedures for access, add them in the body of the invitation after the “A Preconstruction Meeting . . .” sentence.
3. Use the [SW Region Precon Agenda Template](#) to create a custom agenda addressing the needs of the contract.
4. If signs are needed, the project manager (contract specialist in La Crosse) will create a custom sign for the Preconstruction Meeting using the [Precon Sign Template](#)
5. Create a custom attendance sign-in using the [Precon Attendance Template](#)

After the contract specialist receives the Precon Meeting invitation from the project manager, he or she will do the following:

1. Fill in the information for all associated Project IDs, the Prime Contractor and the Type of Work on the top 6 lines.
2. Use his or her contact resources, the information in the invitation, and the Request for Precon Notice (for the La Crosse office only) to determine the invitees. The contract specialist will coordinate with the project manager if there are any questions about who should be invited.
3. Delete any additional invitees listed and the “routinely invited” list (Madison / Edgerton only), or the Request for Precon Notice (La Crosse only) from the body of the email before sending the invitation.
4. A link to the location of the Plans, Specials, and Addenda on the HCCI website is included in the email invitation. Be sure to include the Contract ID, since that will be needed to locate the correct files.
5. Send the invitation at least two weeks prior to the meeting date.
6. Update AWP with the Preconstruction Meeting information.

10.4 References

[Precon Meeting Invitation Template - Edgerton](#)

[Precon Meeting Invitation Template - La Crosse](#)

[Precon Meeting Invitation Template - Madison](#)

[Request for Precon Notice - State Projects - La Crosse](#)

[Request for Precon Notice - Local Projects - La Crosse](#)

[SW Region Precon Agenda Template](#)

[Precon Sign Template](#)

[Precon Attendance Template](#)

SW Region Contract Specialist (La Crosse) - Sharayah Sikkema, sharayah.sikkema@dot.wi.gov

SW Region Contract Specialist (Madison) - *currently vacant*

Construction SWIG Review Team (see [SWIG 8-95-5](#))

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1/30/2017

Date

8-1-15 Preconstruction Meeting

Updated February 4, 2020

15.1 Originator

Project Development Section

15.2 Introduction

This section describes the Southwest Region requirements and process for holding a Preconstruction Meeting. Additional statewide guidance is found in [CMM Section 2-26](#) and in the [Timely Decision Making Manual](#).

15.3 Process

If needed, the project manager / project engineer (contract specialist in La Crosse) will post the Preconstruction Meeting sign(s), created in [SWIG 8-1-10.3](#) (4), directing attendees to the meeting location, either the day prior to or the day of the meeting, and will notify the reception desk staff of the date, time, and location of the meeting.

The project manager / project engineer will ensure the meeting attendees fill in their information on the attendance sign-in created in [SWIG 8-1-10.3](#) (5).

The project manager / project engineer will provide printed copies of the Preconstruction Meeting Agenda created in [SWIG 8-1-10.3](#) (3) for all attendees.

The project manager / project engineer will lead the meeting. If key staff have information to be provided at the meeting and are unavailable to attend, they should email the information to the project manager at least one day prior to the meeting. Wage and labor compliance information is presented by the Regional labor compliance specialist (LCS) during the preconstruction meeting.

The Preconstruction Meeting minutes will be recorded by the project manager / project engineer or their designee. The project engineer will email the following to all attendees including the contract specialist within one week after the meeting:

- Preconstruction Meeting Minutes
- Attendance sign-in
- Completed "Line of Communication" form (located in Statewide Pantry forms folder)
- Completed [Emergency Project Contacts form](#)

The project manager will save a copy of the [Emergency Project Contacts form](#) to the [Region Incident Management Plan Folder](#).

15.4 References

[CMM Section 2-26](#)

[Timely Decision Making Manual](#)

[Emergency Project Contacts form](#)

[Region Incident Management Plan Folder](#)

SW Region Contract Specialist (La Crosse) - Sharayah Sikkema, sharayah.sikkema@dot.wi.gov

SW Region Contract Specialist (Madison) - *currently vacant*

SW Region Labor Compliance Specialist (La Crosse) - Alec Smith, alec.smith@dot.wi.gov

SW Region Labor Compliance Specialist (Madison) - Tim Alston, timothy.alston@dot.wi.gov

Construction SWIG Review Team (see [SWIG 8-95-5](#))

Barb Gassen
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1/30/2017
Date

8-1-20 Set-Up Field Office

Updated February 16, 2021

20.1 Originator

Project Development Section

20.2 Introduction

This section describes the required documents and reference materials that should be available in a field office.

20.3 Process

The following documents should be available either electronically, printed, or both, in the field office:

- Plans, Special Provisions and all Addenda for the project(s) being constructed (printed).
- All design documents referred to in [SWIG 8-1-1](#).
 - The Incident Management Plan should be reviewed and updated if needed (see [SWIG 7-80-20](#)).
- All items provided in the Engineer's Packet, listed in [SWIG 8-1-1](#).
- It is highly recommended that a colored copy of the [SW Region 11 x 17 Flowcharts](#) be posted in the field office for easy reference.
- It is highly recommended that a colored, printed copy of the [SW Region Construction Administration Guide \(FieldManager\)](#) or [SW Region Construction Administration Guide \(AWP\)](#) be kept easily accessible, and that it be followed and the project information filled in as the work progresses.
- Erosion Control Binder is kept electronically in Box at "Project ID > Environmental > StormwaterEC" folder. The electronic files should be kept up to date for the duration of the project. Contact the appropriate SWEC with any questions.

The project engineer will post the completed [Emergency Project Contacts form](#) in a field office window in a location where a visitor would have access to the information when no one is at the field office. If any of the information changes during the construction project, the form should be updated.

The project engineer will complete the "Site Health and Safety Checklist" (found in the Statewide Pantry Forms) and post it near the field office phone.

The project engineer will complete the information on the Construction Bulletin Board Postings checklist received from the labor compliance specialist at or shortly after the Preconstruction Meeting, check the Contractor's Posting Board against the checklist, and return the completed checklist to the labor compliance specialist.

The following reference materials should be available either electronically, printed, or both, in the field office:

- [Construction Admin Acronyms](#), posting a printed copy is recommended
- [Standard Specifications for Highway and Structure Construction](#) (year as stated in Article 1 of the Special Provisions)
- [Construction and Materials Manual](#) (electronic)
- Additional reference materials can be found on the [WisDOT Website – Structure and Roadway Resources](#)

20.4 References

[SW Region 11 x 17 Flowcharts](#)

[SW Region Construction Administration Guide \(FieldManager\)](#)

[SW Region Construction Administration Guide \(AWP\)](#)

[Emergency Project Contacts form](#)

[Construction Admin Acronyms](#)

[Standard Specifications for Highway and Structure Construction](#)

[Construction and Materials Manual](#)

[WisDOT Website – Structure and Roadway Resources](#)

SW Region SWEC Engineer (La Crosse) - Sam Kube, samuel.kube@dot.wi.gov

SW Region SWEC Engineer (Madison) - Peter Fillipi, peter.fillipi@dot.wi.gov

SW Region Labor Compliance Specialist (La Crosse) - Alec Smith, alec.smith@dot.wi.gov

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Construction SWIG Review Team (see [SWIG 8-95-5](#))

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1/21/2017

Author

Date

8-1-25 Notice to Proceed (Start Notice) / Conditional Start Notice

Updated February 4, 2020

25.1 Originator

Project Development Section

25.2 Introduction

This section describes the requirements and process for issuing the Notice to Proceed (Start Notice) / Conditional Start Notice in the Southwest Region. Additional Statewide guidance is found in [CMM Section 2-22.1](#) and [Standard Specifications Section 108.3](#).

25.3 Process

Requirements before a Notice to Proceed can be issued:

- Contract must be executed
- The Erosion Control Implementation Plan (ECIP) must be approved
- Sublets must be approved
- The Preconstruction Meeting must be held

The project manager will email the following information to the contract specialist:

- Project ID, start date, date to send the Notice to Proceed.

A Conditional Start Notice is issued to allow limited work, such as staking and traffic control, prior to the Notice to Proceed (Start Notice).

Requirements before a Conditional Start Notice can be issued:

- Contract must be executed
- Sublets must be approved for any contractors doing work allowed by the Conditional Start Notice

The project manager will email the following information to the contract specialist:

- Project ID, conditional start date, date to send the Conditional Start Notice.
- Specific work allowed by the Conditional Start Notice.

25.4 References

[CMM Section 2-22.1](#)

[Standard Specifications Section 108.3](#)

SW Region Contract Specialist (La Crosse) - Sharayah Sikkema, sharayah.sikkema@dot.wi.gov

SW Region Contract Specialist (Madison) - *currently vacant*

Construction SWIG Review Team (see [SWIG 8-95-5](#))

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1/21/2017

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